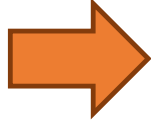


Child Development and Care - Unlicensed Provider Registration Process

Step 1:

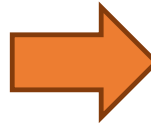
Complete an Application and register for Great Start to Quality Orientation



Complete the Child Development and Care (CDC) **Unlicensed Provider Application** located at www.michigan.gov/childcare. If you have not previously completed the one time Great Start to Quality Orientation, go to <http://www.GreatStarttoQuality.org> or call 1-877-614-7328 to get registered. The training and application processing can take place at the same time and it is not necessary to do one before the other. None of the care provided prior to completing both steps will be paid by the Department.

Step 2:

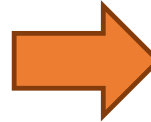
Submit Application to Michigan Department of Education (MDE) CDC Unlicensed Provider Unit



Mail or fax the completed application along with verification of identity, age, residential address and a copy of your Social Security Card to MDE Provider Enrollment Unit. The name and address on your verifications must match the information on your application. Note, failure to provide required verifications and a valid phone number will result in your application being denied. Fax number: 517-284-7529, Address: Michigan Department of Education, Provider Enrollment Unit, P.O. Box 30267, Lansing, MI 48909.

Step 3:

Complete the required interview



The MDE Provider Enrollment Unit will contact you for the mandatory phone interview at the phone number listed on the application.

Step 4:

Enrollment Process



Provider and household member information will be entered into the Provider Enrollment System. Criminal background checks will be completed on provider and all adult household members at this time. Background checks will be done using Internet Criminal History Access Tool (ICHAT), Public Sex Offender Registry (PSOR), Offender Information Tracking System (OTIS), and the Central Registry.

Step 5:

Eligibility Decision Notice DHS-4807



You will receive the Eligibility Decision Notice. If no criminal history matches occurred during your enrollment, the notice will indicate you were approved. If there were criminal history matches during the enrollment, the notice will indicate you were denied. The Eligibility Decision notice will include your provider ID number.